

National Student Exchange

Membership Agreement: July 1, 1999 - June 30, 2000

Directions:

This form requires the signature of the National Student Exchange (NSE) Coordinator on the campus and an official of the institution empowered to approve membership in the National Student Exchange. (Note: At some member institutions, the NSE coordinator may be the person empowered to enter into such agreements. In that case, only one signature is required.)

Completion of this form is required for the institution to be in compliance with Student Financial Assistance Programs (U.S. Department of Education) regulations for disbursement of federally-funded financial aid to students exchanging under a consortium agreement. Filing this single, annual form with NSE takes the place of signing separate agreements with each campus in the program.

Deadline:

July 1, 1999 (Submit independent of annual membership fees and other membership materials.)

Return to:

Bette Worley, President
NATIONAL STUDENT EXCHANGE
4656 West Jefferson Blvd., Suite 140 • Fort Wayne, IN 46804
Phone: 219/436-2634 • Fax: 219/436-5676 • bworley@fwi.com

Distribution:

original to NSE, copy to NSE Coordinator, copy to Campus Financial Aid Office

The parties below hereby enter into an agreement through which the National Student Exchange (NSE) will facilitate the exchange of students between the institution named below and the colleges and universities holding membership in the National Student Exchange. As it relates to the award and disbursement of federally-funded financial aid, the following conditions apply:

- The student's home institution will grant the degree.
- Both home and host institutions will enroll the exchange student.
- Awards will be based on the real budget or cost of attendance. For Plan A, costs will be calculated by the host institution. For Plan B, costs will be calculated on the home institution's tuition and the host institution's room, meals, books, and other costs. NSE annually solicits and distributes information on cost of attendance.

National Student Exchange policies and procedures, including those listed above, are detailed in the *NSE Handbook* and summarized in the *NSE Terms of Participation*. NSE and the contracting institution agree to abide by the *NSE Handbook* as stated, unless both parties agree to their modification. Any exceptions to conditions stated above or to other stated policies of the National Student Exchange must be listed below.

Exceptions:

The National Student Exchange is based on the common trust and good faith of all participating institutions. It is the intention of NSE that equal treatment be provided all participating institutions and their students.

In signing this agreement the contracting institution signifies that it has read and agrees with NSE policies, procedures, and conditions.

MEMBER INSTITUTION: UNIVERSITY OF PUERTO RICO - MAYAGUEZ CAMPUS	
Gildreth González	July 08, 1999
NSE Coordinator	Date
Prof. José Padovani	July 08, 1999
Acting Dean of Students	Date
Supervisor	Title
Dr. Zulma Toro	Chancellor
For the Institution	Date
	July, 13/99

NSE Comments, if Applicable:



Member Colleges and Universities

1999-2000

ALABAMA * Alabama A & M University * Alabama State University * University of Alabama * **ALASKA** * University of Alaska Anchorage * University of Alaska Fairbanks * University of Alaska Southeast * **ARIZONA** * Arizona State University * Northern Arizona University * University of Arizona * **CALIFORNIA** * California Polytechnic State University, San Luis Obispo * California State Polytechnic University, Pomona * California State University, Bakersfield * California State University, Chico * California State University, Dominguez Hills * California State University, Fresno * California State University, Hayward * California State University, Los Angeles * California State University, Northridge * California State University, San Bernardino * Humboldt State University * San Jose State University * Sonoma State University * **COLORADO** * Fort Lewis College * Mesa State College * University of Northern Colorado * University of Southern Colorado * Western State College of Colorado * **CONNECTICUT** * Eastern Connecticut State University * University of Connecticut * **DISTRICT OF COLUMBIA** * Howard University * **FLORIDA** * Florida International University * University of Central Florida * University of West Florida * **GEORGIA** * University of Georgia * Wesleyan College * **GUAM** * University of Guam * **HAWAII** * University of Hawaii at Hilo * University of Hawaii at Manoa * **IDAHO** * Boise State University * Idaho State University * University of Idaho * **ILLINOIS** * Illinois State University * Northeastern Illinois University * **INDIANA** * Indiana University-Purdue University Fort Wayne * **IOWA** * Iowa State University * University of Northern Iowa * **KANSAS** * Fort Hays State University * Wichita State University * **KENTUCKY** * Morehead State University * Murray State University * University of Louisville * **LOUISIANA** * Grambling State University * Louisiana State University * Southern University * University of New Orleans * **MAINE** * University of Maine * University of Maine at Farmington * University of Maine at Fort Kent * University of Southern Maine * **MARYLAND** * Bowie State University * St. Mary's College of Maryland * Towson University * University of Maryland College Park * **MASSACHUSETTS** * Bridgewater State College * University of Massachusetts at Amherst * University of Massachusetts at Boston * Westfield State College * **MICHIGAN** * Michigan Technological University * **MINNESOTA** * Minnesota State University, Mankato * Moorhead State University * University of Minnesota, Twin Cities * **MISSISSIPPI** * Mississippi State University * **MISSOURI** * Southwest Missouri State University * University of Missouri-St. Louis * **MONTANA** * Montana State University-Bozeman * University of Montana * **NEBRASKA** * University of Nebraska at Kearney * **NEVADA** * University of Nevada, Las Vegas * University of Nevada, Reno * **NEW HAMPSHIRE** * Keene State College * University of New Hampshire * **NEW JERSEY** * Rutgers College, Rutgers University * The College of New Jersey * William Paterson University of New Jersey * **NEW MEXICO** * Eastern New Mexico University * New Mexico State University * University of New Mexico * **NEW YORK** * Binghamton University * Hunter College, City University of New York * SUNY College at Buffalo * SUNY College at Plattsburgh * SUNY College at Potsdam * SUNY University at Stony Brook * **NORTH CAROLINA** * East Carolina University * NC State University * North Carolina Central University * University of North Carolina at Wilmington * Western Carolina University * **OHIO** * Bowling Green State University * Cleveland State University * **OKLAHOMA** * East Central University * Oklahoma State University * **OREGON** * Eastern Oregon University * Oregon State University * Portland State University * Southern Oregon University * University of Oregon * **PENNSYLVANIA** * California University of Pennsylvania * East Stroudsburg University of Pennsylvania * Indiana University of Pennsylvania * West Chester University of Pennsylvania * **PUERTO RICO** * Inter American University of Puerto Rico, San German * Universidad del Sagrado Corazon * University of Puerto Rico, Bayamon * University of Puerto Rico, Cayey * University of Puerto Rico, Humacao * University of Puerto Rico, Mayaguez * University of Puerto Rico, Rio Piedras * **RHODE ISLAND** * Rhode Island College * University of Rhode Island * **SOUTH CAROLINA** * College of Charleston * South Carolina State University * University of South Carolina * Winthrop University * **SOUTH DAKOTA** * Northern State University * South Dakota State University * University of South Dakota * **TENNESSEE** * Tennessee State University * University of Memphis * University of Tennessee at Chattanooga * **TEXAS** * Southwest Texas State University * University of North Texas * University of Texas at El Paso * University of Texas at San Antonio * U.S. **VIRGIN ISLANDS** * University of the Virgin Islands-St. Thomas * **UTAH** * University of Utah * Utah State University * **VERMONT** * Johnson State College * **VIRGINIA** * Virginia Commonwealth University * Virginia State University * Virginia Tech * **WASHINGTON** * Central Washington University * University of Washington * Washington State University * Western Washington University * **WEST VIRGINIA** * Marshall University * West Virginia University * **WISCONSIN** * University of Wisconsin-Eau Claire * University of Wisconsin-Green Bay * University of Wisconsin-Platteville * University of Wisconsin-River Falls * University of Wisconsin-Whitewater * **WYOMING** * University of Wyoming

CANADIAN PARTNERS

BRITISH COLUMBIA * Simon Fraser University * **QUEBEC** * Universite de Sherbrooke

PROSPECTIVE MEMBERS PENDING FOR 1999-2000

ALABAMA * Tuskegee University * **CALIFORNIA** * San Francisco State University * **INDIANA** * Ball State University * **NEW JERSEY** * Ramapo College of New Jersey * **TENNESSEE** * East Tennessee State University * U.S. **VIRGIN ISLANDS** * University of the Virgin Islands-St. Croix



Terms of Participation

The National Student Exchange (hereafter referred to as NSE) and the institution entering into agreement with NSE (hereafter referred to as the contracting institution) agree to be bound by the following terms regarding the exchange of students through NSE between the contracting institution and other NSE member colleges and universities.

I. PURPOSE OF NSE

NSE is an institutional membership consortium whose purpose is to operate for the benefit of member colleges and universities (contracting institutions) in the United States and its territories. NSE assists contracting institutions in providing opportunities for their students to exchange for up to one calendar year to a member institution of higher learning in another area of the United States or its territories.

The National Student Exchange is the only program of its kind in the country and serves as a national resource for inter-institutional study throughout the United States. NSE offers study opportunities at diverse university settings and provides access to a wide array of courses and programs; field experiences, co-op, and internship options; and resident assistant, honors, and study abroad opportunities. The program is complemented by a tuition reciprocity system which allows students to attend their host institution paying either the in-state tuition/fees of their host institution or the normal tuition/fees of their home campus.

II. MEMBERSHIP

Membership is open to regionally-accredited, baccalaureate-level colleges and universities in the United States and its territories that are willing to provide administrative and financial resources necessary to NSE program development. Acceptance of new members is based largely on the consortium's desire to provide academic, cultural, ethnic, and geographic diversity to existing exchange options and to broaden institutional representation in states or regions identified as areas of high student interest.

Note: Obligations for new members are the same as those identified for colleges and universities annually renewing their membership in the National Student Exchange. See Section VI of the *NSE Terms of Participation*.

III. NSE HANDBOOK

The *NSE Handbook* is the official, comprehensive description of NSE policies and procedures. The contracting institution agrees to administer its exchange program in accordance with the *NSE Handbook*. Any digression from *NSE Handbook* policy and procedure must be appended to the *NSE Membership Agreement* and be approved by the National Student Exchange.

IV. NSE CENTRAL OFFICE

NSE activities are administered by the President and Vice President. The NSE Central Office communicates with member institutions; maintains files and financial records; prints and distributes posters, directories and other publications; plans and executes national conferences; conducts program evaluations; develops and expands the membership network; and represents NSE to prospective member campuses, educational associations, government agencies, and other appropriate organizations.

V. NSE COUNCIL

National Student Exchange governance is provided by a Council which is composed of seven individuals, five of whom are elected by and represent each of the regions in which NSE operates. The remaining two members are the President and Vice President. The purpose of the Council is to assist with program development and decision making in the NSE Central Office.

VI. RENEWAL OF MEMBERSHIP

Contracting institutions renew membership commitments and reaffirm policy and procedural obligations each year by July 1.

A. *NSE Membership Agreement*

Each year the *NSE Membership Agreement* must be completed and signed by the contracting institution.

B. Membership Fees

The NSE membership year is July 1 through June 30. The amount of the fee is determined by the NSE Council.

Ninety (90) days prior to the beginning of the membership year, the contracting institution is billed by NSE. Fees are payable July 1 and are non-refundable. Fees are owed regardless of subsequent withdrawal. Late fees are assessed for payments made after September 1. Any institution which has not paid its fees by December 31 may have its membership terminated.

C. *NSE Directory Copy*

The contracting institution annually provides information for the *NSE Directory*, a publication for prospective exchange students. NSE is not responsible for the accuracy or completeness of the information submitted.

D. Printed Materials

The contracting institution provides at least one copy of its current university catalog and other appropriate descriptive materials to all contracting institutions and to the NSE Central Office. The contracting institution agrees to allow NSE to duplicate and distribute to other contracting institutions any and all printed and written materials provided to NSE.

VII. TERMINATION OF MEMBERSHIP

A. By the Consortium

Any contracting institution failing to administer its exchange program in accordance with these *NSE Terms of Participation* and the detailed description of NSE policies and procedures as outlined in the *NSE Handbook*, or as amended by written agreement with NSE, will not be permitted to renew its NSE membership. Any contracting institution failing to pay membership and student fees when due may have its membership terminated.

B. By the Contracting Institution

The contracting institution may terminate its membership by notifying the NSE Central Office, by January 1, of its intention not to send or receive students for the subsequent academic year. The contracting institution is obligated for full payment of membership fees and student application fees for its last year of NSE participation.

An institution which notifies the NSE Central Office, after the annual conference and prior to July 1, that it intends to honor placement commitments for the subsequent academic year while terminating all other NSE participation, is obligated for payment of student application fees and one-half of the annual membership fees for the year the institution phases out its NSE program activities.

Termination of membership by either the consortium or the institution does not abrogate the responsibility of the contracting institution or NSE to provide benefits in accordance with these *NSE Terms of Participation* for exchanges begun prior to such termination or negotiated prior to the termination of the *NSE Membership Agreement*.

VIII. CAMPUS COORDINATOR

Each contracting institution appoints an NSE campus coordinator. The coordinator is responsible for administering all aspects of NSE at the home institution and serving as the liaison with the NSE Central Office and with NSE exchange participants. The extent to which an institution takes full advantage of the opportunities offered through NSE membership is largely determined by the campus coordinator, who must stimulate the interest of prospective exchange participants and provide a framework in which the exchange program will be administered by the institution.

Coordinator responsibilities include, but are not limited to, the following: publicizing the program; distributing information and materials; selecting and approving applicants; placing the applicants; preparing for placement; advising; making arrangements for tuition/fees payment; assisting incoming students with pre-registration/registration; ensuring that all students are enrolled; orienting incoming students to the campus; acting as the guest students' advocate in regards to admissions, registration, fee payment, housing and other related campus services; and assisting the students with the administrative details necessary to return to their home campuses.

IX. EXCHANGE PARTICIPANTS

It is the responsibility of the home campus to determine the eligibility of exchange students within parameters stated below and any other screening desired by the home campus. The host campus accepts students on a space-available basis only.

A. Eligibility

Participation in the National Student Exchange is a privilege, not a right. At minimum, to qualify for participation in the National Student Exchange, a student must:

- be a full-time student at the home campus at the time of application and in the term prior to exchange
- have a cumulative grade point average of 2.5 at the time of application and at the completion of the term prior to exchange
- meet any additional requirements of the host institution (e.g., higher GPA for admission to certain programs, or submission of portfolio or taped audition for fine arts programs)
- be an undergraduate student (note: baccalaureate and graduate students may be exchanged at the discretion of the sending and receiving institution)
- be in good standing (academic, financial, and social/behavioral) as defined by the home institution
- be able to demonstrate an adaptability for short-term change, as well as personal and educational goals consistent with the program

Apart from these general qualifications, each member institution establishes its own requirements for NSE participation as it affects both outgoing and incoming students.

B. Assurance of Non-Discrimination

Application forms and procedures shall conform to federal, state and institutional Affirmative Action/Title IX guidelines. Application forms shall conform to institutional policies and to the policies set forth in the *NSE Handbook*. Nothing in the application and selection process shall discriminate on the basis of age, gender, race, color, ethnic or national origin, sexual orientation, religious affiliation, or disabilities.

C. Application Fee

Each student applying for participation in NSE is assessed an application fee. The consortium amount of the fee is determined by the NSE Council. Application fees are assessed to all students submitting applications for exchange during NSE's fiscal year (July 1 - June 30). This includes applications for students placed prior to the conference, at the annual conference, post-conference, or mid-year. Fees are owed regardless of placements made, placements declined or withdrawal after placement acceptance, and are due in the NSE Central Office July 1. Late fees are assessed for payments received after September 1. Any institution which has not paid its fees by December 31 may have its membership terminated.

X. FINANCIAL AID

Federally-funded financial aid is awarded by, and disbursed from, the campus where tuition/fees are paid. NSE policies and procedures conform to the requirements of written agreements between two or more eligible institutions under the Federal Pell Grant regulations (consortium agreements) and written agreements between an eligible institution and another institution or organization under the Federal Institutional Eligibility regulations (contractual agreements).

The signed *NSE Membership Agreement* is considered the consortium agreement under Federal Pell Grant regulations. Separate consortium agreements with institutional members of the National Student Exchange are not necessary.

XI. PLACEMENTS

Placements are negotiated, for the most part, by campus coordinators at the annual NSE conference held in mid-March. Placement decisions are governed by the popularity of certain exchange campuses and limitations on the number of students some institutions may send and receive. Applying students are accepted by the host campuses on a space-available basis. Some campuses must balance incoming with outgoing students; some campuses receive more than they place; and others place more than they receive. Since applicants have been approved for exchange by the home coordinators, no exchange of credentials is necessary at the conference. Additional placements may be negotiated after the conference by telephone, mail, electronic mail, or facsimile following the conference or at mid-year.

When the student accepts the placement, it constitutes a contract for exchange. Exchanges shall proceed for the exchange plan and period of time designated on the placement acceptance card unless the student has failed to maintain basic NSE eligibility qualifications or has been determined to be ineligible to participate by the sending institution.

The National Student Exchange links member colleges and universities in order for them to provide their students with opportunities for exchange to institutions of higher learning in other states. NSE is not liable to the home institutions, host institutions, or exchange participants for benefits nor provided by the parties involved. The National Student Exchange assumes no responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by students by reason of their participation in this program.

XII. CONFERENCE

Coordinators are required to attend the annual conference held each year during the second week of March. While the primary conference activity is placement of approximately 3000 students for the following year, the conference offers the opportunity for in-service training, workshops; and discussion of policy, procedure and matters of consortium business. Campuses not sending their coordinator to the conference pay a placement representation fee.

XIII. REQUESTS FOR INFORMATION

The contracting institution agrees to cooperate fully, and in a timely manner, to requests made by the NSE Central Office for the submission of information necessary to ensure effective and accurate communication among coordinators and on behalf of NSE students.

XIV. REPORTS AND EVALUATIONS

The contracting institution agrees to cooperate fully in providing status reports and assisting in evaluating the NSE program. The contracting institution will distribute requested evaluations to exchange participants, and ensure, to the best of its ability, that applicants complete and return forms to the NSE Central Office.

XV. MODIFICATION OF TERMS

These *NSE Terms of Participation* may be amended only by mutual consent of NSE and the contracting institution. Any such amendments must be included in the *NSE Membership Agreement* and subsequently approved by the National Student Exchange.

XVI. EFFECTIVE DATE

NSE Terms of Participation are effective annually as of July 1.

NATIONAL STUDENT EXCHANGE

4656 West Jefferson Blvd., Suite 140 • Fort Wayne, IN 46804

Phone: 219/436-2634 • Fax: 219/436-5676

President, Bette Worley

bworley@fwi.com

<http://www.buffalostate.edu/~nse/>